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**Seattle Police Department**  
**Office of the Compliance Coordinator**

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From: Bob Scales  
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Date: September 30, 2013

Subject: Submission of Documents and Information

Pursuant to Appendix A (Schedule of Priorities) from the Monitoring Plan, the following documents and information are scheduled to be presented to the Monitor and DOJ on September 30, 2013:

1. EIS Policy (SA ¶¶ 157-163) – The Performance Mentoring Program (Policy 3.070) is attached to this memo.
2. Unity of Command Update (SA ¶ 154) – An update on the unity of command, including an update on the use of acting Sergeants, is below.
3. DOJ had requested some materials on the Sergeants' Training Academy which are included in this submission. A Sergeants Academy was "beta tested" by the training Section of SPD in September 2013. (Please see SIFT Day1, Day2 and Day3 PowerPoint's attached). Based on the feedback from that class the training Section began a rewrite of the new "Sergeant Training Course". **A course outline for that is attached.** This course material is being re-written to provide a more basic level of training on some fundamental systems and expectations in use by the Seattle Police Department. We expect to beta test various modules throughout October with a completion date for the new course curriculum of November 1, 2013.

**Unity of Command**

Paragraph 154 of the Settlement Agreement states: "As a general rule, all operational field officers (including patrol officers) should be assigned to a single, consistent, clearly identified first-line supervisor. First-line supervisors should normally be assigned to work the same days and hours as the officers they are assigned to supervise."

As of mid-September 2013, 78% of the Department's patrol officers were reporting to a single supervisor for their squad. Of the Department's 15 watches (5 precincts with 3 watches per precinct), 10 have a single supervisor for each squad. Two First Watch shifts, (North & East Precincts), and one squad each in South, North and East Precincts currently utilize in squad relief due to an odd number of sectors in the precinct. The number of sectors in these precincts necessitates having overlapping supervision. The Department is continuing to work on a resolution for those odd numbered sectors to bring all patrol offices into single Unity of Command.

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| Total Officers in Patrol:                    | 501* |
| Number of Officer with Unity of Command:     | 391  |
| Number of Officers outside Unity of Command: | 110  |

\*Number of officers as of mid-September 2013

**Status of Acting Sergeants**

Currently the Department has six long term Acting Sergeants positions. Two of the Acting Sergeants are filling in because their supervisors are on extended sick leave and two more are filling in because their supervisors are serving as Acting Lieutenants in patrol. One of the acting Lieutenants will be released back to his Sergeant position at the start of the next pay period due to the promotion of a Lieutenant. Patrol will now only carry one Acting Lieutenant position.

The Department's plan is to utilize five Acting Sergeant positions throughout the Patrol Bureau as in service training for those officers on the Sergeants promotional list. This number of acting Sergeants will fluctuate slightly over the course of a year due to retirements, promotions, illnesses, etc. Acting positions will be filled with officers on the promotional list. As the officers are promoted, new officers who move up the list will be offered Acting Sergeant positions.

The plan is to have one long term Acting Sergeant position in each precinct. Currently Southwest Precinct has no Acting Sergeants, West and East Precincts have two Acting Sergeants each and North and South Precinct have one each.

Cc: File